

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 2007/08 CEA Salary Program	REFERENCE NUMBER: 2007-022
DATE ISSUED: 08/28/07	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers

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Classification and Compensation Division

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Effective July 1, 2007, the guidelines for administering the 2007/08 CEA Salary Program are outlined in Section 8, Variable Compensation CEA, in the California State Civil Service Pay Scales, and Pay Letter [07-35](#). Sections 400 through 499 in the DPA [Classification and Pay Guide](#) provide guidelines and criteria regarding CEA allocations. Departments continue to have responsibility to justify the salary rate assigned to the incumbent based on level considerations, performance, and value to the department. Documentation for the justifications must be maintained by the departments and available for DPA review.

Key factors regarding the CEA Salary Program

1. No automatic general salary increases (GSI) apply to incumbents in the CEA band (except as noted in #2). Departments continue to have discretion to adjust CEA salaries up to 10 percent in a fiscal year.
2. The new minimum salary rate for the CEA band is adjusted by 3.4 percent to \$6173. Only CEA incumbents below \$6173 will receive an automatic adjustment to reflect the revised minimum rate for the class.
3. Within Level 5, the new maximum salary rate for non-physicians, non-attorneys, and non-engineers is adjusted by 3.4 percent to \$10,520. (There are no automatic increases as a result of the revised maximum salary rate.)
4. The new maximum rate will be \$13,381 for the CEA band. This maximum rate is reserved for CEA incumbents whose duties require them to possess the legal requirements to practice medicine in California, membership in The State Bar of California, or a valid certificate of registration as an engineer issued by the California State Board of Registration for Professional Engineers.
5. The alphabetical listing in the Pay Scales is adjusted to reflect the new minimum rate of the CEA band of \$6173 and the maximum rate of \$13,381 for all levels because DPA considers the CEA band as one class for salary purposes. Footnote 45 in the Pay

Scales directs departments to Section 8, Variable Compensation, for instruction. This section also clarifies DPA's policy and identifies a separate maximum rate for non-physician, non-attorney, and non-engineer CEAs.

6. Only CEA positions specifically required to oversee an engineering function and require a valid certificate of registration as an Engineer may receive up to a 13.4 percent adjustment this fiscal year. This 13.4 percent adjustment is to avoid compaction with subordinate staff. If applicable, departments need to initiate this transaction.
7. Exceptions to exceed the 10 percent salary movement within a fiscal year or to exceed the maximum rate (\$10,520) for non-physician, non-attorney, and non-engineer CEAs must be submitted to DPA's Classification and Compensation Division (CCD) for approval.

Adjustment to Levels used by SPB for Status Issues

SPB continues to use the five levels identified in the CEA band for status determinations. DPA has made adjustments to the salary rates within each of the levels. These adjustments do not impact an individual's salary rate in a CEA position, only the CEA level identified for status purposes.

1. The minimum rates of Levels 1 through 5 are adjusted by 3.4 percent.
2. The maximum rates of Levels 1 through 4 are adjusted by 3.4 percent.
3. The maximum rate of Level 5 is adjusted to \$13,381. Within Level 5, the maximum rate for non-physician/non-attorney/non-engineer is increased by 3.4 percent to \$10,520.

This information should be helpful in understanding and administering the CEA Salary Program. Please refer specific CEA compensation questions to your assigned CCD analyst. Questions related to CEA status issues should be directed to SPB.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief
Classification and Compensation Division